

BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES July 16, 2019

I. Call to order

- A. Note compliance with Open Meeting Law
The meeting was called to order at 5:30 pm

- B. Roll Call
Members present: J. Ellington, F. Hartmann, A. Kujawa, B. Persche, B. Stelling, P. Zolper

Members absent: L. Steffes, M. Yates-Wickus

Others present: J. Bergin

- C. Approval of the June 18, 2019 Library Board meeting minutes (Open session and Closed session)

Motion to approve the minutes: F. Hartmann

Second: P. Zolper

Vote: Motion passed unanimously

- D. Approval of the Agenda

Motion to approve the Agenda with the change of moving "Trustee Education" item E under Action Items to III and thus Action Items becomes IV, etc.: J. Ellington

Second: F. Hartmann

Vote: Motion passed unanimously

II. Public Hearings/Appearances

None

III. Action Items

- A. New school district appointee to board – Michele Yates-Wickus (first meeting in attendance will be 8/20/2019).

- B. Officer recommendations for 2019-2020 from nomination committee:

President: John Ellington

Vice-President: Beth Persche

Financial Secretary: Forrest Hartmann

Recording Secretary: Lacey Steffes (interim)

Motion to approve above slate of officers: A. Kujawa

Second: B. Stelling

Vote: Motion passed unanimously

C. Board vacancy (seat L. Von Asten vacated)

Baraboo residents P. Roland and L. Hawthorne were discussed as potential trustees. J. Bergin has already spoken with P. Roland and is waiting for her decision. In the event P. Roland declines, J. Bergin will approach L. Hawthorne to see if she is interested. The final name will be passed on to the Mayor for his appointment.

No motion needed.

D. Preliminary budget discussion: Wages/personnel

Additional custodial/maintenance hours are needed to keep the library in a clean, maintained state. J. Bergin proposed two options as follows:

1. Hire a custodian position for 20 hours per week, which would cost up to \$18,255 at the same pay rate we paid the housekeeping position (\$15.91).
2. Work with another city department (such as Parks) to share a full-time custodian (approximately the same cost as option #1).

Motion to approve up to \$20,000 for custodian pay in 2020, in the form of either option #1 or #2 (to be determined) with the request then going into the library budget for approval by City

Council: B. Stelling

Second: A. Kujawa

Roll call in favor: F. Hartmann, A. Kujawa, B. Stelling, P. Zolper, J. Ellington, B. Persche

Roll call opposed: None

E. Building project update

City goal setting meeting was held at City Hall last Wednesday, July 10. Many library supporters were in attendance to observe. The goals set forth by City alders and department heads for 2020, as well as for capital improvements, will be sent out to the alders and department heads in a survey format for them to prioritize. Once that is compiled, the final will be presented to the Council as a Whole on August 13 for vote. Library expansion supporters are encouraged to show up at that council meeting (public comment will be allowed) and to continue to reach out to alders via letter or phone call.

No motion needed.

F. Bills: B. Stelling, Examiner

Motion to pay the bills: B. Stelling

Second: A. Kujawa

Vote: Motion passed unanimously

IV. Information items

A. Trustee Education – Calling the Question - J. Ellington shared an article from The Municipality (June 2019) regarding meeting behavior (Bad Meeting Behavior: Painting the Shed Red by Dan Hill) for discussion.

B. Teen Advisory Board report
No report this month.

C. Financial Summary
See report in meeting packet.

Board approved financial summary by consensus.

D. Staff reports

a. Adult Services Report
Refer to report for details.

b. Youth Services Report
Refer to report for details.

c. Director's Report
Refer to report for details. J. Bergin will send out additional information to Trustees regarding Trustee Training week in August.

E. Statistics
Refer to packet for details.

I. Friends report

Friends banquet went well. Incentives given to volunteers will be \$2 gift certificate for book sale. Looking into a window cling decal for Friends supporters. Friends will be donating \$500 toward library window cleaning.

J. Correspondence
Refer to meeting packet for a number of letters written by library patrons in support of the library expansion.

V. Adjourn

Motion to adjourn: B. Stelling
Second: P. Zolper
Vote: Motion passed unanimously
The meeting adjourned at 6:40 pm.